

7 JANUARY 2004



**THAILAND KIT ISSUE AND RESUPPLY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 LRS/LGRSP (SSgt K. D. Daniel)
Supersedes 374 AWI 23-202, 23 July 2001

Certified by: 374 MSG/CC (Col M. A. Correll)
Pages: 4
Distribution: F

This instruction outlines the process, key functions and responsibilities required to issue, inventory and ship Contingency High Priority Mission Support Kit (CHPMSK) assets to and from U'Tapao, Thailand, in support of Operation Joint Task Force-Full Accounting (JTF-FA).

SUMMARY OF REVISIONS

Adds responsibilities and requirements. Updates office symbols. A bar (|) indicates revision from the previous edition.

1. Responsibilities.

- 1.1. Supply representatives (SR) from the 374th Logistics Readiness Squadron Aircraft Parts Store (APS) (374 LRS/LGRDMA) or the 374th Aircraft Maintenance Squadron Maintenance Support Section (374 AMXS/MXASUR) will assume responsibility for JTF-FA CHPMSK when deployed to U'Tapao, Thailand, as part of a repatriation Mission.
- 1.2. If the SR from either organization cannot deploy, then the Senior Maintenance Representative (SMR) being deployed will assume responsibility. **NOTE:** All references made to the SR will also apply to the SMR. SMR assumes asset authority when SR is not available.
- 1.3. U'Tapao logistics personnel will assume responsibility when repatriation mission is not being conducted.

2. Requirements.

- 2.1. All personnel deploying to U'Tapao, Thailand, in support of JTF-FA must have in their possession an official visa/passport. Personal visas/passports will not be accepted.
- 2.2. Personnel must have a thorough knowledge of Due in From Maintenance (DIFM) and APS procedures.

2.3. The 374 AMXS/MXASUR Unit Deployment Manager will contact the 374 LRS Unit Deployment Manager (374 LRS/LGRRR) 2 weeks prior to departure to request/coordinate any personnel support from the APS if the 374 AMXS/MXASUR Combat Oriented Supply Organization (COSO) personnel are unable to deploy. The 374 AMXS/MXASUR will provide information to the 374th Operations Support Squadron (374 OSS) to obtain diplomatic clearances for all deploying personnel.

3. Issue and Replenishment Procedures.

3.1. When an asset within the CHPMSK is required, the SR will pull the part and provide it to requesting personnel.

3.2. The SR will update the CHPMSK Asset Listing (R21), or like product, by annotating date, time, base (if other than Yokota), and person to whom part was issued.

3.3. The SR will call or fax 374 LRS/LGRDMA or 374 AMXS/MXASUR from Thailand within 24 hours to identify assets pulled from the CHPMSK; this will start the replenishment or resupply process.

3.3.1. The 374 LRS/LGRDMA or 374 AMXS/MXASUR will process Transaction Exception (TEX) code 8 issue or Due-Out Release (DOR) to CHPMSK, holding maintenance issue (ISU) action until asset is returned to Yokota Air Base (AB).

3.3.2. All parts issued to replenish the CHPMSK will be stored in the APS until next rotation.

3.3.3. If assets are not available in Peacetime Operating Stock (POS), a search of the Mobility Readiness Spares Package (MRSP) will be done for possible DOR. **NOTE:** If only one asset remains in MRSP, DOR action **will not** take place.

3.3.4. The 374 LRS SR will ensure parts are transported to U'Tapao. If the 374 LRS SR cannot deploy, assets will be signed over to 374 AMXS/MXASUR SR or SMR, whichever is applicable. They will assume responsibility and ensure parts are transported to U'Tapao.

3.3.5. XB3 items that are 70 lbs or less may be sent through the Military Postal Service (MPS). Priority requirements can be shipped through Emery or Federal Express (**c/o JTF-FA, Det 1 Box 30 US Embassy APO AP 96546**). Routine (XD and XF) requirements will be transported through rotating aircraft from the 374 AMXS/MXASUR or 517th Airlift Squadron (517 AS).

3.3.5.1. Use MPS without charge for XB3 assets only. Ensure all XD or XF assets sent through MPS are registered using AF Form 12, **Accountable Container Receipt**.

3.3.5.2. The 374 LRS/LGRDMA will coordinate with Headquarters Pacific Air Forces Weapon Systems Support Section (HQ PACAF/LGSWS) on all recommended CHPMSK change request received from the 374 AMXS/MXASUR for approval or update of the master authorization list.

3.3.6. The 374 LRS/LGRDMA will process all transactions necessary to maintain and replenish the CHPMSK.

4. Inventory Procedures. An SR will deploy monthly to ensure movement of repairable and validate security measures. During these rotations the SR will accomplish the repairable transfers to and from U'Tapao.

4.1. The SR will sign for assets requiring transport by rotation aircraft en route to U'Tapao; SR or SMR will also transport R21 (3 copies), or like product, provided by 374 LRS/LGRDMA.

4.2. Upon arrival, SR will take all replenishment assets to CHPMSK storage area. The SR will conduct a 100% inventory. SR will sign CHPMSK listing (R21), or like product to take responsibility for accountability and security of assets contained in the CHPMSK.

4.2.1. The SR will use all 3 copies of the R21, or like product, to annotate any transactions that may have occurred during the rotation.

4.2.2. Upon return from deployment, the SR will give copy 1 of R21, or like product, to 374 LRS/LGRDMA. The 374 LRS/LGRDMA will keep on file for 1 year.

4.2.3. Prior to departure, copy 2 of the R21, or like product, will be given to U'Tapao logistics personnel or stored with the property.

4.2.4. Copy 3 of R21, or like product, to 374 AMXS/MXASUR.

4.2.5. The SR will ensure reparable are returned to 374 LRS/LGRDMA or 374 AMXS/MXASUR for DIFM turn-in (TIN) processing.

4.2.5.1. The U'Tapao logistics representative will keep copy 1 of the R21 and will be responsible for maintaining (update with additions and deletions) the R21 in the absence of SR.

4.2.5.2. Transportation mode of reparable not placed on rotation aircraft due to urgent mission requirements will be coordinated between 374 AMXS/MXASUR and 374 LRS/LGRDMA.

4.2.5.3. The following items will be held for 374 AMXS/MXASUR rotation aircraft:

Hazardous materials

Assets requiring draining or purging

4.2.5.4. Asset position, repair capability, sizes and weight will determine transportation mode required.

5. Cannibalization Procedures. Cannibalizations and shipment transactions to Thailand will be done by 374 LRS Flight Service Center (FSC) (374 LRS/LGRDMF) along with 374 AMXS/MXASUR. After normal duty hours post-post action will be accomplished by 374 AMXS/MXASUR.

5.1. The 374 AMXS/MXASUR personnel will take property and documentation to 374 LRS/LGRDMF for processing.

5.2. The 374 LRS/LGRDMF personnel will process a TIN using TEX code 1 to prevent automatic shipment action. They will then process a shipment (SHP) using TEX code J to bypass the Cargo Movement Operating System Interaction Communications Interface (CMOS ICI). An off-line number assigned to 374 LRS/LGRDMF will be used for the shipment along with Stock Record Account Number (SRAN) FB5183 A1 account.

5.3. The 374 AMXS/MXASUR personnel will sign the shipping documentation and take property and paperwork to have it transported to Thailand.

6. Rotation Procedures for Units Other than 374 AMXS/MXASUR. When procedures outlined in PACAF Operation Order 50-98 cannot be used and units other than 374 AMXS/MXASUR take the Thailand rotation, the following will apply:

- 6.1. If necessary, provide DD Form 448, **Military Interdepartmental Purchase Request**, DD Form 448-2, **Acceptance of MIPR**, or AF Form 616, **Fund Cite Authorization (FCA)**, to the 374 LRS Resource Management Section (374 LRS/LGRSR) no later than 7 calendar days prior to scheduled in-place date in order to establish an account to which parts issues will be charged.
- 6.2. Stop at Yokota AB on the way to and from U'Tapao to transport reparable.
- 6.3. Coordinate all parts requirements with SMR at U'Tapao. The SMR will issue and turn in all parts from or to CHPMSK and maintain accountability and security.
- 6.4. All transactions will be cleared prior to departure.

7. Lateral Support Procedures. Any assets returned from U'Tapao that were received lateral from a base other than Yokota AB will be processed by 374 AMXS/MXASUR or 374 LRS/LGRDMA personnel.

- 7.1. 374 LRS/LGRDMA personnel will process the ISU request to establish a due out followed by a special requisition (SPR) to establish a due in. Then they will process the receipt (REC). When the DOR document is input, they will sign accordingly.
- 7.2. Normal DIFM procedures will apply.

MARK O. SCHISSLER, Colonel, USAF
Commander